



Department for Transport

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Chief Executive Officer
ADEPT – Association of Directors of Environment,
Economy, Planning & Transport
xx@eastsussex.gov.uk

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Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line:

Email: xx@dft.gov.uk

Web Site: www.dft.gov.uk

Ref: TLOT10130

Dear xx,

13 October 2022

TLOT10130 - Live Labs 2 - initial programme management

I am pleased to announce the award of the above contract.

1. On behalf of the Secretary of State for Transport, the documents listed below form a binding contract between you and this Department.
 - (i) Our statement of requirements dated October 2022
 - (ii) Department for Transport short form terms and conditions attached to this award letter
 - (iii) Your proposal submitted in response to our statement of requirements
2. The contract will commence on 13 October 2022, ending on 31 March 2023.
3. The firm contract price will be **£50, 000** ex VAT. This amount is not to be exceeded without the Department's prior permission in writing.
4. You will be issued with an official Purchase Order Number. This replaces any existing payment arrangements you may have made. Invoices must quote the correct Purchase Order Number and should be submitted as directed in the Purchase Order to:

Accounts Payable,
DfT Shared Service Centre,
5 Sandringham Park,
Swansea Vale,
Swansea
SA7 0EA.

Or via email to [SSa.invoice@sharedservicesarvato.co.uk](mailto:ssa.invoice@sharedservicesarvato.co.uk)

Invoices received without the correct Purchase Order Number are likely to be returned to you and will delay receipt of payment.

5. The contract manager is xx,xx@dft.gov.uk.

Yours sincerely

Signature

XX

Commercial Relationship Management Lead

by authority of the Secretary of State for Transport